FAST (TRAVEL MANAGER)

MOUNTAIN HOME AFB, ID

This briefing is
UNCLASSIFIED

SSgt Tammy Fisher

OVERVIEW

- **Introduction and brief history**
- **Statistics for FY 99 and FY 00, YTD**
- **Travel process**
- **Overall travel manning for Travel function**
- **FSO workload process -- How to:**
- **System functionality**
- **Training**
- **Major concerns and issues**
- **Other comments...**
- **Staff POC's phone numbers and E-mail address**

INTRODUCTION AND HISTORY

- **Implemented at Mtn Home AFB August 1997**
- **First system was DOS program (character user interface)**
  - **Not user friendly**
- **Windows conversion August 1999**
  - **User friendly**
- **Process approximately 37% of all vouchers**
  - **Does not process**
    - **PCS vouchers (military or civilian)**
    - **TMO related documents**
    - **CEM orders**
    - **Formal training**

STATISTICS FOR FY 99 & FY 00 (YTD)

- **Total Travel Vouchers**
  - **FY 99 - 12,910**
  - **FY 00 - 11,369**

- **FAST Vouchers**
  - **FY 99 - 4,775 (36.9%)**
  - **FY 00 - 4,187 (36.8%)**

- **Local vouchers**
  - **FY 99 - Not available**
  - **FY 00 - 389**

STATISTICS
(cont)

- **PCS vouchers**
  - **FY 99 -1150**
  - **FY 00 -1290**

- **Blanket Travel orders**
  - **FY 99 - 6**
  - **FY 00 - 4**

- **Government charge cards issued**
  - **FY 99 Not available**
  - **FY 00 - 5,436**

STATISTICS
(cont)

- **Centrally Billed Account (CBA) cards**
  - **FY 99 Not available**
  - **FY 00 One**

    – **TMO**

TRAVEL PROCESS

- **Blanket Travel Orders**
  - **Coordinated through ALO**
- **For others**
  - **Unit faxes/e-mails fund cite authorization letter to FAST team**
  - **Authorization fails system audit**
  - **FAST administrator uses fund cite authorization letter to update**
- **Local vouchers**
  - **Used for:**
    - **local travel and occasional meals**
    - **supplemental vouchers**
    - **EFT rejects**
  - **Replaces SF 1164**

TRAVEL PROCESS
(cont)

- **Other computation/voucher requirements**
  - **Require comments for anything unusual or different from the norm or what is on authorization**
  - **Require all approvers to review airline ticket stubs to verify TP or CP**

- **Document override process**

INTEGRATED PAY -TRAVEL FUNCTIONS

- **Manning:**

  Pre- Fast - 3 clerks assigned to travel computation

  - **Assigned overall - 6**
  - **Customer Support - 3 (includes FAST/TM Administrator)**

  - **Accounting Liaison - 2**

  - **Customer Service - 1**

  - **System Administration - 0**

  - **Other addendum Travel support requirements**

    - **We do not have a dedicated system administrator for travel program but our system administrator indicates that an average of one hour per day is dedicated to travel (IATS and Travel Manager)**

FSO WORKLOAD PROCESS--
HOW TO:

- **Add new users**
  - **Unit OFA is responsible for adding new users**
    - **Modules, Doc Prep Admin, Tables, Traveler Info, Add**
    - **Fill in all applicable information**
  - **If the member is assigned as a unit OFA, Reviewer, Certifier or Approver - commander will assign on a FAST Form 1 and forward to FAST Administrator for update**
- **Add and change passwords**
  - **New users create their own passwords when entered in system**
  - **Unit OFA resets or changes password. FAST Administrator will perform service if OFA is unavailable**

FSO WORKLOAD PROCESS
(cont)

- **Add new funding Line of Accounting**
  - **Another base or unit's fund cite:**
    - **FAST Administrator will manually add the fund cite, ensuring it is correct and in the Mart file**
  - **Adding fund cite to unit table:**
    - **Request is received from unit RA requesting fund cite be added to their permanent table**
    - **FAST administrator manually inputs fund cite**
      - **Module, Doc Prep Admin, Setup, Accounting, Codes, highlight correct organization, Add, Label fund cite**
  - **Trouble shoot -- Help Desk**
    - **Prior to using Help Desk, call another base using TM**
    - **Use Help Desk as last resort**
      - **100% satisfaction**

FSO WORKLOAD PROCESS
(cont)

- **Manage auditing process**
  - **FM audit process:**
    - **Audit all documents that fail system audit**
      - **exceeding thresholds**
      - **approver "system hierarchy" mismatches**
      - **no fund cite**
      - **private auto use**
      - **no EFT/GOVCC info (all first time users)**
      - **overlapping trip**
      - **blank TANUM (blanket order)**
      - **leave**
    - **Research and correct any errors**

FSO WORKLOAD PROCESS
(cont)

- **Support DFAS**
  - **Kansas City OPLOC provides FAST audit service to San Bernardino**

  - **Provide monthly voucher sequence to Kansas City along with any travel claims greater than $2,500.00**

  - **Provide hard copy of selected travel claims to Kansas City**

  - **Kansas City tasks the traveler for receipts**

    - **Kansas City tasks FSO for assistance if not received**

  - **Produce supplemental vouchers or process debts on selected travel claims as required by Kansas City**

SYSTEM FUNCTIONALITY

- **Permission tables -- setting**
  - **Coordinated through HQ ACC**
- **Download process**
  - **Per diem tables - monthly**
    - **downloaded from GELCO web page**
  - **DJMS files**
    - **downloaded bi- monthly after cutoff**
- **Reports**
  - **DJMS**
    - **run daily, coded, and forwarded to QE for processing**
  - **DOV Log**
    - **run daily and given to P&C**
    - **master copy ran EOM and filed hardcopy**

TRAINING

- **FSO Staff**
  - **As needed**
  - **Three backups for system administrator**
- **OFAs, Certifiers and Approvers**
  - **Monthly training in FM training room**
  - **One on one training done by request**
- **Users**
  - **Provide training in users work areas**
  - **Attend Commander Calls to present Travel Pay issues**

- **Training Room**
  - **Set up**
    - **Class room setting with 13 trainee computers**
    - **Trainer computer hooked up to InFocus projector**
  - **Average # of trainees per class**
    - **15 each class**

CONCERNS, ISSUES & COMMENTS

- **Training**
  - **Expecting non finance troops to be experts**
- **FAST (TM) works if you know the rules and regulations**
- **System limitations**
  - **FAST server aged and limits our capability**
    - **Does not allow for management report printing**

CONCERNS, ISSUES & COMMENTS
(Cont)

- **System limitations**
  - **GSUs not able to connect to server**
    - **Gowen Field ANG - supports 266 Range Squadron with 60 active duty personnel**
    - **NAS Whidbey Island supports EA-6B aircraft with 26 active duty personnel**
    - **DFAS San Bernardino - Use for audit/payment inquiries**
    - **DAFS Kansas City - OPR for monthly random audit program. Audit program enhancement and empowerment**

STAFF POC's

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